AMENDMENT OF SOLIC	CITATION/MODIFICATION (1. CONTRACT ID CODE PAGE OF PAGES			
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE See Block 16C	4. REQUI	SITION/PURCHASE REQ. NO.	5. PROJECT NO. (# applicable)	
5. ISSUED BY	CODE	7. ADMIN	STERED BY (# other than item 6) CC	DDE	
U.S. EPA Region IV					
Procurement Section 14th Fl	oor Atlanta Federal Center	•,			
51 Forsyth St., SW					
Atlanta, GA 30303					
3. NAME AND ADDRESS OF CONTRACTO	R (No., street, county, State and ZIP Code)		(✓) 9A. AMENDMENT	OF SOLICITATION NO.	
NTEGRATED LABORATORY			9B. DATED (SEE ITEM		
P.O. BOX 13501	•		J. DATED (SEE TEM	''!	
Connected Triangle Deals (India	-4-:-1				
Research Triangle Park (Indu Area), NC 27709	striai			OF CONTRACT/ORDER	
wea), NC 27709			NO. 68-W-01-009 T	O# 15	
			10B. DATED (SEE ITEM		
ODE FACILITY CODE		<u>-</u>	02/01/02		
JDE FACILITY CODE	11 THIS ITEM ONLY ADDI	150.70 11151151151		· · · · · · · · · · · · · · · · · · ·	
[] The above numbered solicitation is an	11. THIS ITEM ONLY APPL	and data specified for specif	OF SOLICITATIONS		
fers must acknowledge receipt of this ame	indment prior to the hour and data assess				
. ACCOUNTING AND APPROPRIATION DA	13. THIS ITEM APPLIES ONLY	TO MODIFICATIONS OF	CONTRACTS/ORDERS,		
(/) A. THIS CHANGE ORDER IS IS:	IT MODIFIES THE CONTRA SUED PURSUANT TO: (Specify authority) T	CT/ORDER NO. AS DES	CRIBED IN ITEM 14.		
TRACT ORDER NO. IN ITEM			·		
X appropriation date, etc.) SET FOR	NTRACT/ORDER IS MODIFIED TO REFL TH IN ITEM 14, PURSUANT TO THE AU	THORITY OF FAR 43.103(b).	CHANGES (such as changes in paying of	lice,	
c. THIS SUPPLEMENTAL AGRI	EMENT IS ENTERED INTO PURSUANT	TO AUTHORITY OF:			
D. OTHER (Specify type of modificat	on and authority)				
IMPORTANT: Contractor [X] is not	[] is required to sign this docum	ent and return copies	to the Issuing office.		
DESCRIPTION OF AMENDMENT/MODIFIC	ATION (Organized by UCF section headings, incl	luding solicitation/contract subject m	atter where feasible \		
his action hereby extends the o additional cost to the Gove	period of performance of	the subject task or	der at		
	ent tiji ougii 2/20/03.				
	•	•			
•				•	
cept as provided herein, all terms and cond d effect.	itions of the document referenced in Ite	em 9A or 10A, as heretofore o	hanged, remains unchanged and ir	I full force	
NAME AND TITLE OF SIGNER (Type or p	rin()	16A. NAM	E AND TITLE OF CONTRACTING O	FFICER (Type or print)	
		CHARLE	S K. HAYES		
B. CONTRACTOR/OFFEROR	15C D		ED STATES OF AMERICA	16C. DATE SIGNED	
		163	ules L. Hours	' LAM 9 9 2n	
(Signature of person authorized to sign)			Signature of Contracting Officer)	_	
N 7540-01-152-8070 EVIOUS EDITION UNUSABLE		30-105		STANDARD FORM 30 (REV 10-83)	

Superfund Analytical Support
Contract: 68-W-01-009, Task Order: 0015, Mod: 0003

Summary Information

Title:

Superfund Analytical Support

Redacted **Exemption 4, CBI**

Period of Performance:

From: 02/01/02

Award Date:

02/28/03

02/01/02

Total Funding:

\$1,445,296.00

Funding Breakout

Acct.Info	Funding Category	Amount
FY2002 - DT2021	Fixed Fee	
	Total:	\$200,000.00
FY2002 - DT2026	Estimated Cost Fixed Fee	
	Total:	\$1,200,000.00
FY2002 - F0R197	Estimated Cost Fixed Fee	
	Total:	\$45,296.00

[M] - Modified

[A] - Added

TO Classification

The following changes have occurred:

The Anticipated Expiration Date has changed from 01/31/03 to 02/28/03.

AMENDMENT OF SOLIC	CITATION/MODIF	ICATION OF CON	ITRACT	1. CONTRACT ID CODE	PAGE OF PAGES			
1				QUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (# applicable)				
0002		k 16C		PR-R4-02-10320 7. ADMINISTERED BY (If other than item 6) CODE				
6. ISSUED BY	CODE		7. ADMIN	IS I ERED BY (If other than Item 6) COU	= [
U.S. EPA Region IV Procurement Section 14th Flo	oor Atlanta Endo	ral Cantar						
	oor Allania rede	rai Ceillei	I					
61 Forsyth St., SW			l					
Atlanta, GA 30303			1					
8. NAME AND ADDRESS OF CONTRACTO	R (No., street, county, State and	d ZIP Code)		(V) 9A. AMENDMENT C	F SOLICITATION NO.			
INTEGRATED LABORATORY								
SYSTEM				9B. DATED (SEE ITEM 11)				
P.O. BOX 13501					·			
Descript Triangle Park (Indu	etrial							
Research Triangle Park (Indu	Striai			✓ 10A. MODIFICATION OF NO.	CONTRACT/ORDER			
Area), NC 27709		,		68-W-01-009 TC)# 1 5			
		•		10B. DATED (SEE ITEM 13				
				02/01/02				
CODE FACILITY CODE	44 TUIC ITE	M ONLY APPLIES TO	AMENDMENTS	OF COLICITATIONS				
[] The above numbered solicitation is an					ot extended.			
Offers must acknowledge receipt of this am								
MENT TO BE RECEIVED AT THE PLACE DE IN REJECTION OF YOUR OFFER. If by virtu letter, provided each telegram or letter make 12. ACCOUNTING AND APPROPRIATION DA	e of this amendment you es reference to the solici	desire to change an offer	r already submitted	i, such change may be made by teleg	ram or ecified.			
See the section, Accounting/	Appropriation Da	ta, in the attachn	nent on Page	2.				
	13. THIS ITEM AP		DIFICATIONS O	F CONTRACTS/ORDERS,				
(/) A. THIS CHANGE ORDER IS IS TRACT ORDER NO. IN ITE		Specify authority) THE CHAN	GES SET FORTH I	N ITEM 14 ARE MADE IN THE CON-				
B. THE ABOVE NUMBERED C appropriation date, etc.) SET FO				CHANGES (such as changes in paying office				
c. THIS SUPPLEMENTAL AGE	REEMENT IS ENTERED IN	ITO PURSUANT TO AUTH	IORITY OF:					
D. OTHER (Specify type of modifical X FAR 52.232-22 "Limit								
V		alon this decom		ne to the leguine office				
E. IMPORTANT: Contractor [X] is not 14. DESCRIPTION OF AMENDMENT/MODIFI		sign this document and re		es to the issuing office.	·			
This modification adds increr	mental funding ir	the amount of \$						
funds the task order ceiling a	mount of \$1,445	,296.		•	•			
	•							
				•				
Except as provided herein, all terms and co	nditions of the document	referenced in item 9A or	10A, as heretofore	changed, remains unchanged and in	full force			
and effect. 15A. NAME AND TITLE OF SIGNER (Type o	or print)		16A. NA	ME AND TITLE OF CONTRACTING OF	FICER (Type or print)			
	· ·		1	ES K. HAYES				
15B. CONTRACTOR/OFFEROR		15C DATE SIG		ITED STATES OF AMERICA	16C. DATE SIGNED			
		J. DAIL OIG		1 L. Y Hans				
(Signature of person authorized to sign)				(Signature of Contracting Office)	_ SEP 2 3 200			
(Signature of person editorized to sign)				(Digitality of Contracting Chinese	STANDARD FORM 20 (REV 10.92			

NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE

STANDARD FORM 30 (REV 10-83) Prescribed by GSA FAR (48 CFR) 52.243

Superfund Analytical Support
Contract: 68-W-01-009, Task Order: 0015, Mod: 0002

Lead PR Number: PR-R4-02-10320

Summary Information

Title:

Superfund Analytical Support

Period of Performance:

From: 02/01/02

To:

01/31/03

Award Date:

02/01/02

Total Funding:

\$1,445,296.00

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element		Cost Org	Obj Clss	Amount	/ C
Base	F0R197	02	TC	72F	50102D	HQ00BM00		2505	\$45,296.00	P

Funding Breakout

Acct.Info	Funding Category	Amount	Redacted Exemption 4, CBI
FY2002 - DT2021	Estimated Cost Fixed Fee		Exemption 4, CB1
	Total:	\$200,000.00	
FY2002 - DT2026	Estimated Cost Fixed Fee		
	Total:	\$1,200,000.00	•
FY2002 - F0R197	Estimated Cost Fixed Fee		
	Total:	\$45,296.00	

[M] - Modified
[A] - Added

AMENDMENT OF SOLICITA 2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE		lowpupouses as a sec	PAGE OF PAGES
0001	See Block 16C	PR-R4-02	ION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
ISSUED BY C	CODE			DDE
J.S. EPA Region IV				
Procurement Section 14th Floor	Atlanta Federal Center			
51 Forsyth St., SW				•
Atlanta, GA 30303		•		
. NAME AND ADDRESS OF CONTRACTOR (No.,	street, county, State and ZIP Code)	L	(✓) 9A. AMENDMEN	FOF SOLICITATION NO.
NTEGRATED LABORATORY			,	
SYSTEM			9B. DATED (SEE ITEM	11)
P.O. BOX 13501			·	•
		ĺ		
Research Triangle Park (Industria	ni	-	✓ 10A. MODIFICATION	OF CONTRACT/ORDER
rea), NC 27709			NO.	
		ĺ	68-W-01-009 T	
		İ	10B. DATED (SEE ITE) 02/01/02	4 15)
ODE FACILITY CODE			02/01/02	
	11. THIS ITEM ONLY APPLIES T	O AMENDMENTS OF	SOLICITATIONS	
[] The above numbered solicitation is amended	das set forth in Item 14. The hour and da	te specified for receipt o	f Offers [] is extended, [] is	
fers must acknowledge receipt of this amendme	ent prior to the hour and date specified in	the solicitation or as am	ended, by one of the following :	nethods:
By completing items 8 and 15, and returning	copies of the amendment; (b) By a	cknowledging receipt o	f this amendment on each copy	of the offer
DMMed; or (C) By separate letter or telegram wh	iich includes a reference to the solicitatio	n and amendment numb	ers. FAILURE OF YOUR ACKNO	WLEDG-
ENT TO BE RECEIVED AT THE PLACE DESIGNA' REJECTION OF YOUR OFFER. If by virtue of thi	TED FOR THE RECEIPT OF OFFERS PRIC is amendment you desire to change an of	OR TO THE HOUR AND D	ATE SPECIFIED MAY RESULT	agram or
tter, provided each telegram or letter makes refer	rence to the solicitation and this amendm	ent, and is received prio	r to the opening hour and date:	specified.
. ACCOUNTING AND APPROPRIATION DATA (IF r	· · · · · · · · · · · · · · · · · · ·			
		ment on Page 2		
ee the section, Accounting/Appr	opriation Data, in the attach			
ee the section, Accounting/Appr	opriation Data, in the attach	DDIFICATIONS OF C	ONTRACTS/ORDERS,	
tee the section, Accounting/Appr 13. (/) A THIS CHANGE ORDER IS ISSUED	opriation Data, in the attach	ODIFICATIONS OF C	ONTRACTS/ORDERS, RIBED IN ITEM 14.	
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Superfund Analytical Support Contract: 68-W-01-009, Task Order: 0015, Mod: 0001

Lead PR Number: PR-R4-02-10258

Summary Information

Title: Superfund Analytical Support

Period of Performance: From: 02/01/02 To: 01/31/03

02/01/02

Award Date: \$1,400,000.00 Total Funding:

Accounting/Appropriation Data

The following item(s) have been added:

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Base	DT2021	02	T	4AD0P	50102D	04WOLA00	C009	2505	\$200,000.00	c

Funding Breakout

Acct.Info	Funding Category	Amount	Redacted
FY2002 - DT2021	Estimated Cost Fixed Fee		Exemption 4, CBI
	Total:	\$200,000.00	
FY2002 - DT2026	Estimated Cost Fixed Fee		•
	Total:	\$1,200,000.00	

[M] - Modified

[A] - Added

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Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015 Lead PR Number: PR-R4-02-10096

Summary Information

Superfund Analytical Support From: 02/01/02

Period of Performance: To:

01/31/03

Award Date: Total Funding:

\$1,200,000.00

Accounting/Appropriation Data

Obj Site/ Cost Program Element Org Clss Amount BFYS Appr.# Org Project DCN 04WQLA00 C009 2505 \$1,200,000.00 50102D Т 4AD0P DT2026 02

Funding Breakout

Amount Redacted Funding Category Acct.Info Exemption 4, CBI FY2002 - DT2026 Estimated Cost Fixed Fee \$1,200,000.00 Total:

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: MICHAEL H. BIRCH COLLEGE STATION RD ATHENS, GA 30613

Mail Code: Phone Number: 706-355-8552 Fax Number:

E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: FRANK R. ALLEN COLLEGE STATION RD ATHENS, GA 30613

Mail Code:

Phone Number: 760-355-8808

Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: ALAN G. AUWARTER COLLEGE STATION RD ATHENS, GA 30613

Mail Code:

Phone Number: 706-355-8740

Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: DEBORAH A. COLQUITT COLLEGE STATION RD ATHENS, GA 30613

Mail Code:

Phone Number: 706-355-8804

Fax Number:

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: JOHN S. HALL COLLEGE STATION RD ATHENS, GA 30613

Mail Code:

Phone Number: 706-355-8615

Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: LINDA P. KIDD COLLEGE STATION RD ATHENS, GA 30613

Mail Code: Phone Number: 706-355-8731 Fax Number:

E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: ARCHIE L. LEE COLLEGE STATION RD ATHENS, GA 30613

Mail Code:

Phone Number: 706-355-8623

Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: DENNIS G. REVELL COLLEGE STATION RD ATHENS, GA 30613

Mail Code: Phone Number: 706-355-8807

Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: HERBERT L. REVELLS COLLEGE STATION RD ATHENS, GA 30613

Mail Code:

Phone Number: 706-355-8840 Fax Number:

Fax Number: E-Mail Address:

Attachments

Attachment Type

Superfund Analtyical Support Hours Invoice Approval Authority

Subcontractor Consent

Name Type Amount

Superfund Analytical Support
Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

MANTECH ENVIR.

Cost-Plus-Fixed-Fee

\$291,888.00

Task Order Totals

Category

Amount

Estimated Cost Fixed Fee

Redacted

Exemption 4, CBI

Superfund Analtyical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

Statement of Work
Task Order No. 15
Superfund Analytical Support
Period of Performance 2/1/2002 - 1/31/2003
January 31, 2002 (3:30PM)

PURPOSE

The purpose of this Task Order (TO) is to provide Superfund analytical support to the EPA Region 4 Science Ecosystem Support Division (SESD). The contractor shall perform and provide field/laboratory support services to the EPA Region 4 or other government entities under the provisions of the contract Statement of Work (SOW) Task Area I, Analytical Support and Task Area III: Analytical Logistical Support. See Attachment 1 Estimated Number of Samples and Analysis for Region 4's expected number of requests for each Task listed below.

STATEMENT OF WORK:

The contractor shall provide analytical chemistry, biological, field sampling and analytical support to EPA at the Agency's regional laboratory facilities and at specified field locations using mobile laboratory(ies) and/or field based analytical methods.

The contractor shall comply with all SESD SHEMP health and safety, environmental, waste handling and other applicable SESD work rules while conducting on-site or off-site functions. The contractor shall also follow Good Automated Laboratory Practices for all analytical work required by this TO. Upon issuance of this TO, the Task Order Project Officer (TOPO) will provide the contractor with applicable requirements. The contractor shall become familiar with all applicable standard operating procedures (SOPs) referenced in and accompanying the TO.

The contractor shall notify the TOPO immediately if it encounters any equipment failure that cannot be readily remedied by the contractor or technical problems that may impact the quality or on-time delivery of deliverables, or if any required equipment or supplies are unavailable to accomplish required work under this TO.

TASK 1: Task Order Management:

The contractor shall track the status of tasks, labor hours and costs for each task under this TO, including each site-specific project, in accordance with the contract Attachment 2, Reports of Work Page 2-1 of 5. Program management costs shall be identified from other costs in the financial report. The contractor shall provide the Project Officer (PO) and Task Order Project Officer (TOPO) with monthly reports of the above-referenced data.

Team management shall meet with the PO, TOPO, and other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this Task through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate, complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPO with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPO prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor revise its QMP and QAPP to reflect any new changes in operation or new requirements or implement an EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2 and requirements outlined in EPA QA-R5.



Lead PR Number: PR-R4-02-10096

The contractor shall implement or revise an existing Health and Safety plan as needed to assure that all requirements specified above are addressed.

Deliverables:

The contractor shall submit to the PO/TOPO all reports defined in the SOW (Attachment 2, Reports of Work Page 2-1 of 5) and monthly status reports under this TO.

The contractor shall submit to the PO a QMP and QAPP, covering applicable activities under this TO within the time frames specified in the approved in the Work Plan for this TO.

The contractor shall submit to the PO and TOPO a Health and Safety Plan within the time frame specified in the approved Work Plan for this TO.

Task 2: Environmental Sample Analysis:

The contractor shall prepare and/or analyze environmental samples consisting of a variety of media for chemical contaminants including, but not limited to, pesticides/PCBs, volatiles and semivolatile organic compounds; cyanide, metals, nutrients and other inorganic analytes.

The TOPO shall assign the analysis of each batch of samples covering a specific project and other analytical support activities through the issuance of a TDF. The TDF will specify the number and identity of samples requiring analysis, the analytical methodologies to be used and a schedule for analysis and submission of deliverables.

The Contractor shall perform the following activities in accordance with the most current guidence documents: Environmental Investigations Standard Operating Procedures and Quality Assurance Manual, (EISOPQAM), Analytical Support Branch Operations and Quality Control Manual, and Ecological Assessment Branch Standard Operating Procedures. These documents are available through the Internet at the following address: http://www.epa.gov/region4/sesd/sesdpub_guidance.html.

The contractor shall perform all extractions, analyses and data reductions of assigned samples in conformance with specified SOPs and TDF requirements. During all analytical steps, the contractor shall comply with all quality assurance requirements, including the maintenance of quality control measurements, as specified in the applicable SOPs. The contractor shall also prepare all analytical standards required for the sample analysis.

The contractor shall maintain logbooks and worksheets in accordance with good laboratory practices and complete all documents and recordings as required by the analytical SOP. The contractor shall archive sample extracts in the designated areas, upon completion of the analysis of each batch of samples, and archive the data on electronic media, when required by storage capacity, in accordance with the appropriate SOPs.

The contractor shall track the progress of completion of each analytical project by updating the QA/QC status of the samples in the Region 4 Laboratory Information Management System (R4LIMS) to track sample preparation (number of samples), analysis and data reduction and submission of deliverables.

The contractor shall perform other analytical support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of laboratory equipment. These activities include the analysis of performance evaluation and other QA-related samples; the evaluation of instrumentation, software, and methodologies; the review, preparation or revision of analytical SOPs; and other analytical-related support tasks.

<u>Deliverables:</u> The contractor shall submit to the TOPO reports pertaining to the analysis of samples, as referenced in SOPs of this TO, and reports of other analytical support activities, in accordance with the requirements specified in TDFs. The contractor shall submit the appropriate data and the cover letters for each report to the TOPO or as designated in the TDF.

Task 3: Biological Support:

The contractor shall perform the following biological activities listed in B. Biological Support: of the contract SOW in accordance with the latest U.S. EPA Region IV Ecological Assessment Branch Standard Operating Procedures, and Region IV Standard Operating Procedures for Toxicity Testing Hazardous Waste Assessments.

The contractor shall provide acute and chronic toxicity tests with Ceriodaphnia, fathead minnows, lettuce, earth worms,



Lead PR Number: PR-R4-02-10096

amphipods, algal, Microtox, and/or other organisms on samples collected at Superfund or other sites. Perform activities necessary for the culturing and maintenance of biological test organisms to assure an adequate, viable supply of the organisms for biological/microbiological testing at the EPA Regional laboratory. The contractor shall obtain new test organisms in order to maintain existing laboratory cultures. Perform culturing activities in accordance with established, approved or regulated methodologies and laboratory SOPs specified in the TO or through TDFs. Collect bioassay samples and/or organisms at specified sites. Perform on-site toxicity testing, algal growth potential and other bioassessment procedures, or endangered species assessments.

The contractor will be tasked to develop documents that include screening assessments, problem formulation sampling and analysis plans and quality assurance project plans and risk characterizations for ecological risk assessment. The contractor will be required to collect biological samples such as mussels, crabs, fish, reptiles and amphibians at Superfund sites. This would also include sample processing such as tissue homogenization and sample shipping.

The contractor will provide analysis of soils/sediments for particle size analysis, total organic and inorganic matter, total organic carbon and other physical/chemical parameters.

The contractor shall perform other analytical/biological support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of laboratory equipment.

The contractor shall develop and implement a site work plan detailing required field activities, including sample collection and testing, test organism identification and examination, sample preparation and packaging, chain-of custody requirements, and decontamination procedures per the TO or as issued in the TDF.

The contractor shall perform QA/QC analysis with all the above mentions analytical and field tasks.

Deliverables:

The contractor shall submit to the TOPO reports pertaining to the analysis of samples, as referenced in SOPs of this TO, and reports of other biological support activities, in accordance with the requirements specified in TDFs. The contractor shall submit the appropriate data and the cover letters for each report to the TOPO or as designated in the TDF. The contractor shall submit any revised SOPs with the test report.

The contractor shall perform the culturing and maintenance of biological test organisms including QC to assure an adequate, viable supply of the organisms for biological testing.

The contractor shall obtain new test organisms in order to maintain existing laboratory cultures.

The contractor shall provide forms and laboratory log books for all recordings including QA/QC documentation required by the SOPs and TDFs, and daily calibration of laboratory instruments.

The contractor shall provide monthly reports and related QC for Standard Reference Toxicity Tests (chronic and acute). Raw and QC data shall be included in the reports as specified in the SOPs, TOs or TDFs.

Task 4: Field/Warehouse Support:

The contractor shall provide support as listed in C. Field Analytical Support, Field Warehouse Operations Support, and pertinent Task Area III, Analytical Logistical Support in the contract SOW. The contractor shall perform the following field activities in accordance with the previous reference guidance documents.

• Provide decontamination/cleaning of field equipment, analytical instruments, as well as sample container

preparation to meet with QA/QC checks and requirements.

• Provide field investigation vehicle loading/unloading support. Receives equipment load out requests and insures that field sampling and testing equipment is cleaned and prepared for use to meet with QA/QC requirements. Includes maintenance of batteries and battery shed.

Includes maintenance of batteries and battery shed.

Maintain Field Equipment Center (FEC) in a neat and organized manner and track the inventory of supplies in a computer database for tracking consumables for field projects.

 Provide routine field and laboratory instrument/operator maintenance incidental to other assigned tasks including log in of maintenance and calibration records.

Setup and perform QC checks to verify calibrations on new field sampling and field analytical equipment to



Lead PR Number: PR-R4-02-10096

assure that equipment is operating according to vendor specifications, assist in configuring equipment to

accomplish field analytical tasks.

Provide field and analytical support. Conduct pH, DO, turbidity, temperature, conductivity, water level measurements and similar testing and air monitoring. Collect and preserve water, soil/sediment, waste, and leachate samples for subsequent chemical analysis. The contractor shall perform other field analytical support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of field equipment

Precisely locate and document sampling sites and features at hazardous waste and other sites. GPS coordinates

are collected and provided to EPA's GIS Section for inclusion in the GIS program.

Provide field sampling support by operating EPA drill rig equipment and other specialized equipment as specified in the contract SOW.

Provide Field Analytical Screening Project (FASP) analysis support. Support will include conducting a variety of organic and inorganic chemical analyses using equipment listed in the SOW Attachments 3, 4, 5. Analytical support may be provided at both fixed and field laboratory sites.

Provide for operation, management, and maintenance of mobile laboratories listed in the GFP.

Develop field investigation Work Plan for all support activities and submit to EPA for review and approval as

requested in the TDF.

Process and enter analytical data and its associated location information into a GIS or EMAP environmental system, necessary to display analytical data source maps and tables. Generate source maps using ARCINFO, AUTOCAD, or other commercially available software.

Generate and/or distribute chain-of-custody documentation, traffic report forms, electronic field sheets and sample tags. This may include using EPA developed sample tracking software, (e.g., Forms II Lite);

Package and ship field samples, including document management, and return coolers.

Frequent travel within Region IV is required. The contractor will coordinate with Project Leaders for transportation to site via GOV or GFP. Site visits may include documentation of field collection efforts, sampling locations, and methodologies to determine if technical comments provided in site-specific work plans are followed and incorporated into subsequent deliverables. The contractor shall prepare detailed records of all such activities. In all instances, the contractor shall identify themselves as employees of ILS/ManTech.

<u>Deliverables:</u> The contractor shall prepare and submit reports associated with the above list of tasks as per F. <u>Deliverables in the contract SOW</u>, appropriate regional TO/SOPs or as issued through the TDF. Computer reports will be provided for ordering of consumables and items consumed for field projects.

Task 5: Routine Instrument Maintenance:

The contractor shall perform routine analytical laboratory instrument set up and maintenance activities required for the analysis of samples assigned under this TO. The TOPO shall assign routine set up and maintenance of instrumentation, not completed in connection with the contractor's analysis of samples, through the issuance of a TDF, which will specify the nature of the tasks and schedule for completion.

Deliverables: The contractor shall prepare and submit a report to the PO and TOPO outlining the activities completed and difficulties encountered for tasks assigned through each TDF within five (5) days of completion.

Task 6: Technology Transfer:

The contractor shall provide information to EPA personnel for the purpose of transferring knowledge of a specific analytical or QA technique or technology obtained in performing work under the ESAT contract, and attend conferences or meetings, in accordance with Task Area V of the contract Statement of Work (SOW). The TOPO will issue TDFs to the contractor specifying the information required and the schedules for completion.

<u>Deliverables:</u> The contractor shall prepare and deliver to the PO and TOPO a summary of information provided under each TDF within five (5) days of completion.

Task 7: Training:

The contractor shall attend vendor-specific training in new technologies or specialty equipment/instruments and other EPA-specific training relating to the analysis of environmental samples, in accordance with Task Area V of the contract SOW. This may include training related to analytical instrumentation, field sampling technology, quality assurance, software or other related material. All training shall be performed only upon prior issuance of a TDF, specifying the nature of and schedule for training.

Superfund Analtyical Support Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

Attachment 1 Contract # 68-W-01-009 Year 2

Listed below is EPA estimates for the various task areas during the performance period of this Task Order.

Organic Analyses Type Organic Analyses Superfund Program 249 VOA (Prep) 352 **VOA Analysis** 406 **PEST Analysis** PEST (DDTRS) 40 **BNA** 29 Total Organic Support 🥶

Extractions Year 2

Extractions	Superfund Program
Semivolatiles or BNA	485
Pesticides/PCB	520
Total Extractions	1005(2)

Air Support Year 2

Air Support Areas (1959)	Superfund Program
PUF/XAD	193
PUF/XAD (Cleaned)	193
Cut Hi Vol Filters	193
Total Air Support	579





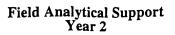
FASP Analyses Year 2

Type FASP Analyses	Superfund Program		
FASP VOA	100		
FASP Pest	100		
FASP (XRF/Niton) Site Support	10		
FASP (Sulfide)	100		
FASP (DO)	100		
FASP (Fe+2)	100		
FASP (Hardness)	100		
FASP (Alkalinity)	100		
Total FASP Support	710		

Inorganic Analyses Year 2

Type Inorganic Analyses	Superfund Program					
Metals Digestion	653					
Percent Moisture	365					
Mercury	493					
Cyanide	50					
Turbidity	222					
TCLP	15					
pH for TCLP	15					
Pipette Calibrations	200					
Nitrate-Nitrite	215					
Sample Disposals	2,420					
Digestate Disposals	1,376					
Total Inorganic Analyses	6024					





Field Analytical Support Areas	Superfund Program
Site Visits w/on-site support provided	75
Site Visits w/FORMS support provided	60
Items Deconned	11,099
Load-Ins	40
Load-Outs	39
Pick-up/Deliveries	151
Vehicles Deconned	90
Batteries Charged	218
Total Field Analytical Support	11772 (12)

Biology Support Year 2

Biology Support	Superfund Program
Biology Field Recon Site Visits	6
Macroinvertebrate Samples for Sorting and ID	10
Samples for Toxicity Testing	30
Samples for Bioaccumulation Studies (includes write-up of screening)	30
Ecological Risk Site Assessments	6
Biological Collections (Sites)	3
Number of Sites for Field Reagent Preparation	3
Total Biology Support	88 F

Attachment 1 - Page: 7

Hours

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

This is a cost reimbursable completion type order. The Government and Contractor have agreed on 28,130 direct labor hours.



Lead PR Number: PR-R4-02-10096

Not withstanding the appointment of Alternate Task Order Project Officers, only the contract level Project Officer and Alternate shall have invoice approval authority.

Attachment 3 - Page: 1

AMENDMENT OF SOLICIT	TATION/MODIFICATION C	F CONTRACT	1. CONTRACT	ID CODE	PAGE OF P	AGES
. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE See Block 16C		STION/PURCHAS	E REQ. NO.	5. PROJEC	CT NO. (# applicable)
ISSUED BY	CODE		STERED BY (# ot	ner than item 6) CODE		
.S. EPA Region IV rocurement Section 14th Floo 1 Forsyth St., SW tlanta, GA 30303	r Atlanta Federal Center					
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rea), NC 27709	i i ai		68	A. MODIFICATION OF NO. B-W-01-009 TO: B. DATED (SEE ITEM 13)	# 14	ORDER
DDE FACILITY CODE			01	/14/02		
	11. THIS ITEM ONLY APPL	LIES TO AMENDMENTS	OF SOLICITA	TIONS		
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Analytical Support PM2.5

Contract: 68-W-01-009, Task Order: 0014, Mod: 0002 Lead PR Number: PR-R4-03-10041

Summary Information

Title:

Analytical Support PM2.5

Period of Performance:

From: 01/14/02 02/28/03 To:

Award Date:

01/14/02

Total Funding:

\$240,000.00

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P / C
Base	PM1080	01	E1	53P6	10102APM	00000000		4183	\$30,000.00	c

Funding Breakout

Acct.Info	Funding Category	Amount	Redacted
FY2001 - PM1080	Estimated Cost Fixed Fee		Exemption 4, CBI
	Total:	\$30,000.00	
FY2002 - PM2010	Estimated Cost Fixed Fee		
	Total:	\$210,000.00	

[M] - Modified

[A] - Added

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FAR (48 CFR) 52.243			30-	105		1	Prescribed by GSA

Analytical Support PM2.5

Contract: 68-W-01-009, Task Order: 0014, Mod: 0001

Summary Information

Title:

Analytical Support PM2.5

Period of Performance: From: 01/14/02

To: 02/28/03

Award Date:

01/14/02

Total Funding:

\$210,000.00

Funding Breakout

Acct.Info Funding Category

FY2002 - PM2010 Estimated Cost

Redacted

Fixed Fee

Exemption 4, CBI

Total:

\$210,000.00

[M] - Modified

[A] - Added

Attachments

The following item(s) have been modified:

Attachment Type

Hours & Fee Billing

Subcontractor Consent

The following item(s) have been modified:

MANTECH ENVIR.

Cost-Plus-Fixed-Fee

\$760.00

Hours & Fee Billing
Contract: 68-W-01-009, Task Order: 0014, Mod: 0001

This is a cost reimbursable completion type order. The Government and contractor have agreed on 6,200 direct labor hours.

12. F.O.B. POINT Same as Block 6 13. PLACE OF Same as Block 6 13. PLACE OF Same as Block 6 14. GOVERNMENT BL.NO. 15. DELIVER TO F.O.B. POINT 16. DISCOUNT TERMS N/A 15. DELIVER TO F.O.B. POINT 16. DISCOUNT TERMS N/A 16. INSPECTION		C	RDER FOR	SUPP	LIES OR	SERVI	CES				Ρ,	AGE O		PAGES
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Analytical Support PM2.5

Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

Summary Information

Title: Period of Performance: From:

Analytical Support PM2.5 01/14/02 02/28/03

01/14/02

Award Date: Total Funding:

\$210,000.00

Accounting/Appropriation Data

Obj Program Site/ Cost DCN BFYS Appr.# Org Element Project Org Clss Amount PM2010 02 E1 53P7 10102APM 00000000 4183 \$210,000.00

Funding Breakout

Acct.Info Funding Category Amount FY2002 - PM2010 Estimated Cost Fixed Fee

To:

Redacted Exemption 4, CBI

Total:

\$210,000.00

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: MICHAEL H. BIRCH COLLEGE STATION RD ATHENS, GA 30613

Mail Code: Phone Number: Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A Attn: HERBERT C. BARDEN COLLEGE STATION RD ATHENS, GA 30613

Mail Code:

Phone Number: 706-355-8737

Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: LINDA P. KIDD COLLEGE STATION RD ATHENS, GA 30613

Mail Code:

Phone Number: 706-355-8731 Fax Number:

E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: ARCHIE L. LEE COLLEGE STATION RD ATHENS, GA

Mail Code:

Phone Number: 706-355-8623

Fax Number:

Analytical Support PM2.5
Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

E-Mail Address:

Attachments

Attachment Type

Hours & Fee Billing Invoice Approval Authority PM2.5 Statement of Work

Subcontractor Consent

Name	Туре	Amount
MANTECH ENVIR.	Cost-Plus-Fixed-Fee	\$107,528.00

Task Order Totals

Category	Amount
Estimated Cost	Redacted
Fixed Fee	Exemption 4, CBI

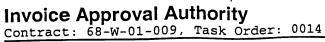
Hours & Fee Billing
Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

This is a cost reimbursable completion type order. The Government and contractor have agreed on 6,200 direct labor hours.

Incremental billing of fee shall be based on completed TDFs.

Attachment 1 - Page: 1



Lead PR Number: PR-R4-02-10073

Not withstanding the appointment of Alternate Task Order Project Officers, only the Contract Level Project Officer and Alternate shall have invoice approval authority.

Attachment 2 - Page: 1

ESAT Task Order Document No. 4 Analytical Support PM_{2.5} FRM Performance Evaluation Program Field/Laboratory Support Services

<u>Period of Performance 1/7/2002 - 2/28/2003</u>

January 7, 2002 (10:31AM)

PURPOSE

The purpose of this Task Order (TO) is to continue the Federal Reference Method (FRM) performance evaluation on established ambient air field instruments used to monitor particulates with an aerometric diameter of 2.5 microns or less (PM_{2.5}).

The contractor shall perform and provide field support to EPA Region 4 and laboratory support services to the EPA Region 1, 2, 3, 4, 6 or other government entities under the provisions of the Statement of Work (SOW) Task Area I, Section A, C, D and E, Task Area III, Task Area IV, Task Area V and other applicable support functions, including equipment maintenance and repair and health & safety and environmental compliance activities outlined in the SOW and Standard Operating Procedures (SOP) listed later in this document. The Contractor shall perform site or project specific work as described below or on Technical Direction Forms (TDFs) at any time during the duration of the TO. The contractor shall prepare and perform quantitative analyses of samples as described in the contract SOW (Task Area I, Section A, C, D and E). In addition, the contractor shall manage and control sample log-in, sample tracking, chain-of-custody, maintain databases, prepare bench sheets, prepare backlog reports and track sample analysis projections for the analyses ordered by this task order or subsequent TDFs for samples received from field activities in EPA Regions 1, 2, 3, 4, 6 or other government agencies. This function is described in the contract SOW Task Area III.

The contractor shall provide all labor, equipment (accept on GFP list), maintain all equipment, consumables, supplies, and material necessary to accomplish the task order. See the section on <u>SOPs and Guidelines Available to the Contractor</u>.

STATEMENT OF WORK:

TASK 1: Task Order Management:

The contractor shall track the status of tasks and labor hours and charges for each task under this TO, including site-specific projects, in accordance with an SOP to be submitted by the contractor for EPA approval. The contractor shall provide the Project Officer (PO) and Task Order Project Officer (TOPO) with reports of the above-referenced data at a minium of monthly.

Team management shall meet with the PO, TOPO, and other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO and Attachment 2 of the contract SOW through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPO with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPO prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2. The contractor shall prepare a Quality Assurance Project Plan (QAPP) according to the requirements outlined in EPA QA-R5 for activities under this TO involving environmental measurements within the time frames specified in the approved Work Plan for this TO or utilized a QMP & QAPP

PM2.5 Statement of Work

Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

previously approved. The contractor shall revise its QMP and QAPP to meet appropriate changes in its operations. or in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement or follow an approved health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

Deliverables:

The contractor shall submit to the Contracting Officer (CO), PO, and TOPO an SOP for tracking activities under this task with the TO Work Plan for EPA approval.

The contractor shall submit to the PO and TOPO reports of the status of tasks and costs under this TO. The reports shall be submitted on a weekly basis for the preceding week period or an agreed upon frequency.

The contractor shall submit to the PO and TOPO a QMP and QAPP, covering applicable activities under this TO within the time frames specified in the approved in the Work Plan for this TO. The contractor shall submit to the PO and TOPO any revisions to its QMP and QAPP, in accordance with task requirements and TDFs issued by EPA.

The contractor shall submit to the PO and TOPO a Health and Safety Plan or modifications to a previously approved plan within the time frame specified in the approved Work Plan for this TO.

TASK 2: Field Implementation Support:

The contractor shall perform all field activities utilizing the field methods, as specified in the SOPs listed at the end of this task, under the heading, "Documentation." A brief description of the field activities is given below:

- The contractor shall ensure that all personnel performing work under this task have received appropriate training and have been certified by EPA to perform field activities under this task. Details concerning training and certification are provided in Task 6 of this TO.
- The contractor shall receive sample filters from the National Filter Distribution Program and store them appropriately until use.
- The contractor shall transport a portable PM_{2.5} Federal Reference Method (FRM) performance evaluation sampling device to an established PM_{2.5} site, assemble the instrument, collocate the sampler, perform verifications (calibration, if necessary,) install a filter and operate the instrument at the same 24-hour sampling mode (midnight to midnight) as the routine instrument. If scheduling allows, the operator will leave this location to set up an additional 24-hour performance evaluation sampling device (midnight to midnight) at another routine sampling location. If the schedule does not allow for another set up, the operator may perform additional activities specified in the TO or TDF. The contractor shall return to each site after the 24-hour sampling time, download the stored electronic monitoring data and record any additional required field information, remove and properly store the filter for transport, and disassemble the instrument. The contractor shall properly package the filter, the appropriate electronic data and hardcopy forms for transport to the predetermined EPA Regional laboratory.

Field sites and tasks at those sites will be assigned to the contractor for field support by means of TDFs issued and approved by the TOPO and PO. The contractor may be required to attend meetings or conference calls with the TOPO and state personnel for planning and coordinating field activities. All work shall be completed in accordance with the instructions of the TDFs, including all referenced SOPs and documentation. No deviations from the required work or SOPs, instructions, or other procedures specified in TDFs, shall be made without prior receipt of alternate technical direction issued in accordance with the contract.

As part of the routine field activities associated with set up of the portable PM_{2.5} FRM performance evaluation sampling device, the contractor shall make observations of the physical characteristics of the monitoring location and fill out a "Site Evaluation Checklist." The contractor should note that each monitoring location will be visited four times annually. The checklist is required for each visit. Photographs may be required.

The contractor shall perform field QA/QC related activities as associated with this task, such as testing and calibration of samplers and ancillary equipment, calibrations, collocations, implementing field blanks, review of field data, entry of

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data into logbooks, preparation of chain-of-custody reports and deliverables, as specified in TDFs.

It is anticipated that the above field activities shall be performed at approximately thirty eight (38) sites (152 site visits) throughout Region 4 on an annual basis. See Attachment PM2.5 Federal Reference Method Performance Evaluation Schedule for 2002 sites. Quarterly collocation studies of each of eight samplers shall be performed in accordance with the above-referenced requirements for an approximate three-day period.

Documentation:

SOPs and Guidelines Available to the Contractor:

ESAT shall perform activities under this task in accordance with the methods described in the following documents, except when alternative procedures are specified in TDFs:

- PM_{2.5} FRM Performance Evaluation Program for Field Standard Operating Procedures
 - This SOP pertains to the following subject areas:
 - site visit scheduling
 - equipment inventory and maintenance
 - filter receipt (from lab)/ storage/tracking
 - chain-of -custody
 - calibration/verification
 - monitor set-up/filter installation
 - filter removal/storage/shipping
 - data download/storage/transfer
 - QA/QC
 - monitor disassembly/packing
 - documentation /filing/records
- ► PM_{2.5} FRM Performance Evaluation Program Laboratory Standard Operating Procedures
- Implementation Plan: PM_{2.5} Federal Reference Method Performance Evaluation Program
- Quality Assurance Guidance Document 2.12: Monitoring PM_{2.5} in Ambient Air Using designated Reference or Class I Equivalent Methods
- ► PM_{2.5} FRM Performance Evaluation Program Quality Assurance Project Plan
- Monitor-specific operating manuals

Each of the documents listed above is available through the Internet at the following address:

www.epa.gov/ttn/amtic/pmqa.html

Deliverables

The contractor shall submit interim and/or final deliverables as specified below for each assigned project:

Filters and appropriate data, field forms, and chain of custody forms shall be completed in accordance with the instructions contained in the above-referenced SOPs and shipped within eight (8) hours of filter retrieval via overnight delivery service to the EPA Region 4 laboratory facility, or as specified in TDFs. A field package consisting of electronic sampler data, field sheets, field notes (copy), and chain-of-custody forms (copy) shall be delivered to the PO and TOPO. Documentation to be included in the deliverables package may be specific to the site or the support requested and will be detailed in the TDFs or referenced SOPs. Contractor personnel must sign and date all field sheets, field logbooks, and chain-of-custody forms.

On a weekly basis, the contractor shall submit to the PO and TOPO a field status report, indicating the work completed during the prior week. In addition, the report should note any problems found with implementation, equipment, or supplies during the week.

PM2.5 Statement of Work

Contract: 68-W-01-009, Task Order: 0014

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A completed "Site Evaluation Checklist" should be submitted to the TOPO within two weeks of the site reconnaissance.

Any photographs requested should be submitted to the TOPO within two weeks of the site reconnaissance. Each photograph must be clearly identified with the date and time the photo was taken, the monitoring location depicted in the photo, and the view represented in the photo. The contractor should carefully store all photographic negatives, so that additional prints may be supplied if requested by EPA.

The contractor shall provide and maintain the consumable inventory and all equipment provided in the GFP attachments of the contract SOW. The consumables are referenced in the following sections of

FRM PEP field SOP Section 2, Table 2-1 PEPF-2.01

Impactor Oil
Impactor filters (37 mm diameter glass fiber)
Min/Max Thermometers
Cold Packs (ice substitutes)
electric Transport coolers
Silicone grease
Cellular phones
Wooden Shims for leveling the samplers
Tools box with assorted tools, screws, nuts and bolts, measuring tapes (metric)

Flashlight batteries
Tie down cables/cords, etc..

Tie wraps
Duct tape
Hand calculator
Spare O-rings
Spare sampler batteries
Fuses

Spare in-line filters
Spare impactor(s)
Low-lint lab wipes
Antistatic 9"x12" bags
Soft brush

Antistatic 9"x12" bags
Soft brush
Deionized water
Isopropyl alcohol
Penetrating oil
Lint-free pipe cleaners
Safety in, dental picks
Lint-free cotton-tip swabs

PM2.5 Task 3 Laboratory Analysis Support

In support of the FRM Performance Evaluation Program the contractor shall prepare sample filters and perform gravimetric analyses of approximately 2092 particulate filters during the period of 1/01/2002 through 1/31/2002, utilizing the analytical methods specified in the SOPs and the Quality Assurance Plan, indicated in the Purpose. Analyses may also include QA/QC samples. See Attachment Two PM2.5 Eastern Region, Projected Filter Use for 2002. All work is to be completed in accordance with the SOPs and any modifications specified by TDF. The contractor shall perform all laboratory activities utilizing the laboratory methods as specified in the SOPs for this activity.

The contractor shall ensure that all personnel performing work under this TO have received appropriate training and have been certified to perform laboratory activities under this Task. Details concerning training and certification are provided in <u>Training</u> section of this Task Order.

Pre-sampling Activities

Filters will be received from EPA by on the schedules as supplied by the Regions and examined for integrity based upon EPA approved SOPs.

Filters will be equilibrated and weighed according to SOPs, and entered into the PE database.

Filters will be prepared for field activities or stored according to SOPs.

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The laboratory will develop and maintain an inventory of shipping supplies which would include containers, cold packs, max/min thermometers, and chain-of-custody requirements/documentation.

Filters will be received in the laboratory, checked for integrity (damage, temperature, etc.) and logged in.

Filters will be maintained in the weighing lab until needed to fill a request.

Filter batches will be equilibrated for a minimum of 24-hours (per SOPs).

Filters will be weighed according to SOPs and data entered.

Post-Sampling Activities

Filters will be refrigerated (< 4°C) until an appropriate number is ready for batching.

Filter batches will be brought into weighing facility and equilibrated for a minimum of 24-hours (per SOPs).

Filters will be weighed according to SOPs and data entered.

Field/lab data will be entered into data entry system in order to calculate a concentration. Required data will be transferred to the AIRS database.

Filters will be stored in archive for one year at 4°C and two years at ambient room temperature.

The contractor shall perform QA/QC related activities as associated with this task, such as calibrations, implementing blanks, duplicates, and QC checks, review of data and control charts, logbooks, chain-of-custody reports and deliverables.

Deliverables for Laboratory Support:

Sample filters will be delivered to the proper holding area or analyst as specified. Lab bench sheets/entry forms must be delivered and must indicate all appropriate procedures, weights, volumes, and standards used (lot numbers, traceability of standards must be in lab notebooks), times started and completed. The contractor personnel must sign and date all bench sheets or lab notebooks as specified in the SOPs.

After completion of a sample batch, the contractor shall submit the completed preparation or analysis record package to the TOPO. Documentation to be included in the deliverables package will be as specified in the SOPs.

Upon receipt of samples, the contractor will inform the TOPO of any problems with sample integrity, sample condition, or accompanying sample paperwork. The TOPO will evaluate the problem and provide alternate technical direction, if needed.

On a weekly basis, submit to the TOPO, a lab status report for samples, indicating the work completed, work pending and estimated completion dates for active projects. In addition, note any problems found with equipment or supplies during the week.

For each batch of samples the submission of deliverables will be required as listed below:

Filters and accompanying field paperwork will be shipped directly to the laboratory by field personnel. Upon completion of a batch analyses, a laboratory package consisting of electronic sampler data, field sheets/notes, chain-of-custody forms and laboratory documentation shall be

The inventory of consumable equipment expected to be purchased by the contractor is listed in the following sections of the SOPs: FRM PEP Lab SOP Section 3 PEPL-3.01

Chart paper and pens cleaning supplies Antistatic bags 3"x5' and 9"x12" re-closeable Powder-free antistatic gloves Polonium Strips Petri-Slides Staticide Alcohol Low-lint wipes Diskettes Tacky Mats Printer Cartridges AA batteries

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Light table bulb

PM2.5 Task 4 QA/QC Support and Other Related Activities

The contractor shall perform the following QA/QC support and other related activities:

Filter Tracking- The contractor shall track filters shipped to and received from the field and track samples through the analytical process.

SOPs- As specified by the TDF or on an annual basis, the contractor shall review all SOPs guidance documents and protocols used by the contractor for the performance of work specified in the Laboratory and Field Support of this Task Order and provide comments.

In addition, the contractor shall be required to perform laboratory-related activities which are necessary to support EPA QA requirements consistent with this contract SOW such as analyses of QA/QC samples and statistical analyses of analytical results. Specific instructions will be given by TDF.

Deliverables for QA/QC Support and Other Related Activities:

The contractor shall submit to the PO and TOPO by December 31, 2002, or in accordance with a TDF, a list of any proposed changes to the field and laboratory SOPs and QAPPs. The list shall include the most recent date and version of the documents and the most recent date of review by the contractor.

The contractor shall submit to the PO and TOPO a weekly report of filter receipt and shipment for the prior week.

PM2.5 Task 5 Administrative Management Activities

This task order is a "buy-in" funded by OAQPS (103 Grant) monies. This task order's costs shall be tracked separately and the internal, administrative and management activities necessary to effectively perform the services required by this support shall be included in these costs. The contractor shall break out from their monthly activity report the description of work accomplished under this TO and deliver a copy of it to the PO.

Deliverable for Administrative:

Monthly financial and status reports shall be delivered to PO with the monthly contract reports.

<u>Pm2.5 Task 6 Maintenance and Repair of Facilities and Equipment and Health & Safety and Environmental Compliance Activities</u>

Laboratory Support:

The Contractor shall maintain the laboratory facility by performing routine instrument and equipment maintenance, calibrations and certifications (per SOP), cleaning and preparation of glassware and equipment, and sample custodial duties.

The Contractor shall fulfill all SHEMP health & safety and environmental compliance responsibilities related to the fixed or mobile laboratories, including inspection of fume hoods, attainment and maintenance or required certifications, maintenance of fire extinguishers, etc.

Field Support:

The contractor shall assure the availability of an appropriate vehicle(s) to perform all required activities of this Task Order. The contractor shall maintain the equipment, including the support vehicles, in road-ready condition to allow deployment for field projects on a continuous basis. Example activities include: maintenance and repairs to the vehicles such as tune-ups, tire, fluid and other routine checks; installation of instruments and gases; and electrical repairs. The contractor shall perform routine field instrument and equipment maintenance, calibrations, verifications and certifications, cleaning and preparation of equipment, and sample custodial duties, minor repairs and sampler overhauls in accordance with applicable SOPs. The contractor shall maintain a continuous repair and maintenance log for each portable sampler.

Deliverable for Maintenance, Health & Safety and Environmental Compliance Activities:



Lead PR Number: PR-R4-02-10073

Laboratory maintenance and health and safety and environmental compliance shall be included in the monthly status reports.

The contractor shall keep a repair and maintenance log for each vehicle and portable sampler. On the 10th of each month, the contractor shall submit to the TOPO, a photocopy of the previous month's entries into the repair and maintenance log for each piece of equipment.

Pm2.5 Task 7 Training:

The contractor shall ensure that all employees performing work under this TO have been provided any and all health & safety training required by law or regulation, or EPA regional policy.

EPA requires that all personnel performing laboratory work under this task order must receive specific training covering all aspects of the analytical work, including associated QA/QC activities. The contractor will be required to send all personnel anticipated to be assigned to this task order to one of the national training sessions. Upon successful completion of the training program, personnel will be certified to perform analytical work under this task order. No personnel may perform analytical work under this Task Order without prior certification by EPA.

In the event of personnel changes, the contractor should contact the TOPO to arrange for training and certification of new personnel.

The contractor may also be directed by TDF to attend other training such as operation/maintenance training for specialty equipment and instruments, or other EPA specific training required to perform tasks under this task order.

Lead PR Number: PR-R4-02-10073

ATTACHMENT PM2.5 Federal Reference Method Performance Evaluation Schedule 2002 Scheduled Sites

37 Audit Sites - January 1 - December 31, 2002

Alabama 3 Sites

Huntsville Decatur Muscle Shoals

Florida 8 Sites

Ft. Myers Sarasota Bradenton Tallahassee Gainesville Gainesville Panama City

Georgia 6 Sites

Decatur Doraville Atlanta Athens Gordon Gainesville

Kentucky 4 Sites

Frankfort Lexington Lexington Richmond Grayson Lake

Mississippi 3 Sites

Columbus Tupelo Desoto County

North Carolina 6 Sites

Lumberton Fayetteville Wilmington Raleigh Raleigh Rocky Mount

South Carolina 4 Sites

Florence Myrtle Beach



Lead PR Number: PR-R4-02-10073

Greenville

Tennessee 4 Sites

Memphis NE Memphis SE Dyersburg Lawrence County

Lead PR Number: PR-R4-02-10073

ATTACHMENT TWO PM2.5 Eastern Region, Projected Filter Use for 2002 Total Routine, Collection and QC Filters

D : 4	T
Region 1	250
Region 2 ·	250
Region 3	330
Region 4	462
Region 6	516
Region 10 (Washington State)	69
QC Filters	207
Total	2084

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Prescribed by GSA FAR (48 CFR) 52.243

Region 2 PM10 Analytical Support

Contract: 68-W-01-009, Task Order: 0013, Mod: 0003

Summary Information

Title:

Region 2 PM10 Analytical Support

Period of Performance:

From: 12/03/01 To: 12/31/02

Award Date:

12/03/01

Total Funding:

\$23,750.10

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#			Site/ Project	Cost Org	Obj Clss	Amount	/ C
Base	нх0088	01	LR	02H0CUD	50210D	J240		2505	(\$2,596.90)	_

Funding Breakout

Acct.Info	Funding Category	Amount
FY2001 - HX0088	[M] Estimated Cost Fixed Fee	Redacted Exemption 4, CBI
	Total:	\$23,750.10

[M] - Modified

[A] - Added

TO Totals

The following item(s) have been modified:

Category	POP	From	Ву	То
Estimated Cost	Base Pd.	Reda	rcted	

TO Classification

Exemption 4, CBI

The following changes have occurred:

The Task Order Ceiling has changed from \$34,347.00 to \$23,750.10.

AMENDMENT OF SOLICI	TATION/MODIFI	CATION OF CONTR	ACT	1. CONTR	ACT ID CODE	PAGE OF PAGES
. AMENDMENT/MODIFICATION NO.	3. EFFECTIV	/E DATE	4. REQUISI		HASE REQ. NO.	5. PROJECT NO. (# applicable)
. ISSUED BY	CODE		7. ADMINIS	TERED BY	If other than item 6) CODE	L
J.S. EPA Region IV Procurement Section 14th Floo	or Atlanta Feder	al Center				
51 Forsyth St., SW	Alianta i euci	ai ceinei				•
Atlanta, GA 30303				, .		·
. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and	ZIP Code)		(√)	9A. AMENDMENT OF	SOLICITATION NO.
NTEGRATED LABORATORY					9B. DATED (SEE ITEM 11)	
YSTEM P.O. BOX 13501					,	. •
lesearch Triangle Park (Indust	trial			1	10A. MODIFICATION OF	CONTRACT/ORDER
rea), NC 27709			-		NO.	4.40
					68-W-01-009 TO#	F 13
		•			12/03/01	
DDE FACILITY CODE						
[] The above numbered solicitation is amer		ONLY APPLIES TO AME				
bmitted; or (c) By separate letter or telegram NT TO BE RECEIVED AT THE PLACE DESIG REJECTION OF YOUR OFFER. If by virtue of ter, provided each telegram or letter makes i	NATED FOR THE REC of this amendment you	EIPT OF OFFERS PRIOR TO T desire to change an offer alrea	HE HOUR AND advicted,	DATE SPEC	CIFIED MAY RESULT e may be måde by telegra:	m or
ACCOUNTING AND APPROPRIATION DATA	\ (#4)					
		DI IES ONI V TO MODIEIO	ATIONS OF	CONTRAC	TS/OPDERS	
	13. THIS ITEM APP	PLIES ONLY TO MODIFIC			•	
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STANDARD FORM 30 Prescribed by GSA FAR (48 CFR) 52.243

A	ON/MODIFICATION	0. 00	ACI		ACT ID CODE	
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE		4. REQUISI	TION/PURC	HASE REQ. NO	5. PROJECT NO. (If applicable)
0001	See Block 16C					
5. ISSUED BY CODE	E [7. ADMINIS	TERED BY	If other than item 6) CODE	
U.S. EPA Region IV						
Procurement Section 14th Floor Atla	anta Federal Cer	iter				
61 Forsyth St., SW						
Atlanta, GA 30303			ŀ			
B. NAME AND ADDRESS OF CONTRACTOR (No., street	et, county, State and ZIP Code)			(/)	9A. AMENDMENT OF	SOLICITATION NO.
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INTEGRATED LABORATORY						
SYSTEM					9B. DATED (SEE ITEM 11)	
P.O. BOX 13501	•					•
Research Triangle Park (Industrial				1	10A. MODIFICATION OF	CONTRACT/ORDER
Area), NC 27709					NO.	149
					68-W-01-009 TO	13
		•			12/03/01	
CODE FACILITY CODE	1				12,00,01	
1	1. THIS ITEM ONLY	APPLIES TO AME	NDMENTS (F SOLICI	TATIONS	
[] The above numbered solicitation is amended as	set forth in Item 14. The	hour and date speci	fied for receipt	of Offers] is extended, [] is not	extended.
tter, provided each telegram or letter makes reference. ACCOUNTING AND APPROPRIATION DATA (# require	red)				ening hour and date spec	ified.
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Prescribed by GSA FAR (48 CFR) 52.243

Region 2 PM10 Analytical Support Contract: 68-W-01-009, Task Order: 0013, Mod: 0001

Summary Information

Title:

Region 2 PM10 Analytical Support

Period of Performance:

From: 12/03/01 12/31/02

To:

Award Date:

12/03/01

Total Funding:

\$26,347.00

Accounting/Appropriation Data

The following item(s) have been added:

	POP	DCN	BFYS	Appr.#		Program Element		 Obj Clss	Amount (? / :
,	Base	HX0088	01	LR	02H0CUD	50210D	J240	 2505	(\$8,000.00)	

Funding Breakout

Acct.Info	Funding Category	Amount
FY2001 - HX0088	Estimated Cost Fixed Fee	Redacted Exemption 4, CBI
	Total	\$26.347.00

[M] - Modified [A] - Added

	OR	DER FOR	SUPPL	IES OR S	ERVIC	ES					AGE OF		PAGES
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Region 2 PM10 Analytical Support

Contract: 68-W-01-009, Task Order: 0013 Lead PR Number: PR-R4-02-10046

Summary Information

Region 2 PM10 Analytical Support 12/03/01 12/31/02 12/03/01 Title:

Period of Performance: From: To:

Award Date: Total Funding: \$34,347.00

Accounting/Appropriation Data

DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount		. (/ C
HX0088	01	LR	02H0CUD	50210D	J240		2505		\$34,347.00) (c

Funding Breakout

Acct.Info	Funding Category	Amou Redacted	
FY2001 - HX0088	Estimated Cost Fixed Fee	Exemption 4, CBI	
	Total:	\$34.347.00	

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: MICHAEL H. BIRCH COLLEGE STATION RD ATHENS, GA 30613

Mail Code: Phone Number: 706-355-8552 Fax Number:

E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: MARCUS E. KANTZ 2890 WOODBRIDGE AVE EDISON, NJ 8837

Mail Code: Phone Number: Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: KAI M. TANG 2890 WOODBRIDGE AVE EDISON, NJ 8837

Mail Code: Phone Number: Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: AVRAHAM Y. TEITZ 2890 WOODBRIDGE AVE EDISON, NJ 8837

Mail Code: Phone Number: Fax Number:

Region 2 PM10 Analytical Support Contract: 68-W-01-009, Task Order: 0013

Lead PR Number: PR-R4-02-10046

E-Mail Address:

Attachments

Attachment Type

Hours & Fee Billing Invoice Approval Authority Region 2 PM10 Analytical Support

Subcontractor Consent

Name Amount MANTECH ENVIR. Cost-Plus-Fixed-Fee \$12,035.00

Task Order Totals

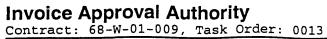
Category Amount Estimated Cost Redacted Fixed Fee **Exemption 4, CBI**

Hours & Fee Billing
Contract: 68-W-01-009, Task Order: 0013

Lead PR Number: PR-R4-02-10046

This is a cost reimbursable completion type order. The Government and contractor have agreed on 480 direct labor hours.

Incremental billing of fee shall be based on completed TDFs.



Lead PR Number: PR-R4-02-10046

Notwithstanding the appointment of Alternate Task Order Project Officers, only the contract level Project Officer and Alternate shall have invoice approval authority.

Attachment 2 - Page: 1

November 5, 2001 (11:30AM)

ESAT Task Order Document No. 13 Region 2 PM₁₀ Analytical Support

PURPOSE

The purpose of this Task Order (TO) is to provide laboratory and data validation/reporting support for Region 2's ambient air quality monitoring activities at the "World Trade Center site". The support includes the processing and weighing of filters and data reduction for the collection of particulates with an aerometric diameter of 10 microns or less (PM₁₀).

The contractor shall perform and provide PM2.5 type support to EPA Region 2 or the Region's designee under the provisions of the Statement of Work (SOW) Task Area I, Section A, C, D and E, Task Area III, Task Area IV, Task Area V and other applicable support functions, including equipment maintenance and repair and health & safety and environmental compliance activities outlined in the SOW and Standard Operating Procedures (SOP) listed later in this document. The Contractor shall perform project specific work as described below or on Technical Direction Forms (TDFs) at any time during the duration of the TO. The contractor shall prepare and perform quantitative analyses of samples as described in the contract SOW (Task Area I, Section A, C, D and E). The period of performance (POP) shall be from date of award through December 31, 2002...

One hundred and sixty five filters per month (150 samples plus 15 field blanks and quality assurance/quality control (QA/QC) samples) shall be processed and shipped for field collection activities in a timely manner. In addition, the contractor shall manage and control sample log-in, sample tracking, chain-of-custody, maintain databases or spreadsheets, prepare bench sheets, prepare backlog reports and track sample analysis projections for the analyses ordered by this TO or subsequent TDFs for samples received from field activities from EPA Region 2. Reporting of raw data shall be provided within 14 days following the receipt of the last sample in the sampling period. Field data from the sample collection staff, (hard copy and electronic) shall be placed in a database or spreadsheet, reviewed for accuracy and returned to the Region 2 RPM or designee for correctness. Upon receipt of reviewed data from the Region 2, the Region 4 ESAT contractor shall perform any corrections and provide the validated data with appropriate data qualifiers to the Region 4 TOPO within 15 days. All filter processing and related activities shall be performed according to the National PM_{2.5} PEP guidelines with one exception (filters do not have to be shipped refrigerated).

The contractor shall provide the analytical support at the Agency's Region 4 laboratory facilities. The contractor shall provide all labor, equipment (accept on GFP list), maintain all laboratory equipment, laboratory consumables, related laboratory supplies and material necessary to accomplish the task order. The contractor shall provide the mode and supplies/containers for shipping of all samples and filters.

No personnel may perform analytical work under this Task Order without prior certification by EPA.

The contractor may be required to attend meetings or conference calls with the TOPO(s) and other personnel for planning and coordinating field/laboratory activities.

Task 1: Task Order Management:

The contractor shall track the status of tasks, labor hours and costs for each task under this TO in

accordance with the contract Attachment 2, Reports of Work Page 2-1 of 5. Program management costs shall be broken out from other costs in the financial report. Also, for accounting purposes, the site is "Region 2 WTC". The contractor shall provide the Project Officer (PO) and Task Order Project Officers (TOPOs) with weekly reports (or agreed upon frequency) of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a Technical Direction Form (TDF)..

Team management shall meet with the PO, TOPOs, and/or other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO and Attachment 2 of the contract SOW through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPOs with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPOs prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO(s) as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2. The contractor shall prepare a Quality Assurance Project Plan (QAPP) according to the requirements outlined in EPA QA-R5 for activities under this TO involving environmental measurements within the time frames specified in the approved Work Plan for this TO. The contractor shall revise its QMP and QAPP in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program or followed a current approved plan in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

Deliverables:

The contractor shall submit to the Contracting Officer (CO), PO, and TOPO an SOP for tracking activities under this task with the TO Work Plan for EPA approval.

The contractor shall submit to the PO and TOPO weekly reports or agreed upon reporting of the status of tasks and costs under this TO. The contractor shall provide electronic reports for each batch of filters to the EPA TOPOs in a timely manner once all QA/QC procedures have been met. The reports shall be

submitted on a weekly basis (or agreed upon reporting) for the preceding sampling/monitoring period.

The contractor shall adhere to the approved PM_{2.5} QMP, QAPP and Health and Safety Plan.

Task 2 Laboratory Analysis Support

In support of the Region 2 WTC site the contractor shall perform all activities utilizing the methods/SOPs specified in the PM_{2.5} FRM Performance Evaluation Program for the PM_{10.} SOPs are listed below:

- 1. PM25 FRM Performance Evaluation Program Laboratory Standard Operating Procedures
- 2. Implementation Plan: PM_{2.5} Federal Reference Method Performance Evaluation Program
- 3. Quality Assurance Guidance Document 2.12: Monitoring PM_{2.5} in Ambient Air Using designated Reference or Class I Equivalent Methods
- 4, PM_{2.5} FRM Performance Evaluation Program Quality Assurance Project Plan

Each of the documents listed above is available through the Internet at the following address:

www.epa.gov/ttn/amtic/pmqa.html

The contractor shall prepare sample filters and perform gravimetric analyses of approximately 165 (per month for twelve months) particulate filters during the POP, utilizing the analytical methods specified in the SOPs and the Quality Assurance Plan, indicated in the <u>Purpose</u>. The contractor shall provide sample filters of the same quality and specifications as utilized in the National Filter Distribution Program and store them appropriately until use.

The whole filter weighing process will proceed as follows: twice each month the contractor will prepare and ship approximately 83 filters to the designated contact in New York City. The filter prep process will entail cleaning and preparation of the cassettes, filter inspection, filter conditioning, and preweighing the filters. Filter pre-weighing will entail the use of standard weights and balance checks as required in the PM2.5 SOP. One Region 2 stipulation is every 10th filter (pre- and or post-weight) will be re-weighed. There will be no need for stability testing beyond the initial lot stability test. Following pre-weighing the filters will be loaded into the prepared cassettes, filters/cassettes numbers logged onto the spreadsheet, the filters/cassettes loaded into 3x5 bags, the 3x5 bags packed into 9x12 bags, the 9x12 bags packed in shipping containers, and shipped to New York.

Following sample collection, the contractor will receive the filter shipment, log the filters/cassettes into the spreadsheet, unloading the filters from the cassettes, conditioning for 24-hours, and complete final weighing using the protocol indicated above. The final weight will be recorded in the appropriate column on the EXCEL spreadsheet and the spreadsheet will be reviewed for accuracy. Once this review is completed the spreadsheet will be distributed electronically to the Region 2 contact as final. Post-weighed filters (in the petri-slides) will be packaged and returned to Region 2 bimonthly. Data to be recorded are cassette number, filter number, initial weight, final weight and particulate weight (all in milligrams).

The contractor may be required to attend meetings or conference calls with the TOPO(s) and other personnel for planning and coordinating field/laboratory activities. All work shall be completed in accordance with the instructions of the TDFs, including all referenced SOPs and documentation. No deviations from the required work or SOPs, instructions, or other procedures specified in TDFs, shall be made without prior receipt of alternate technical direction issued in accordance with the contract.

The contractor shall perform QA/QC related activities as associated with this task so as calibrations, implementing/preparation of field blanks, duplicates, QC checks, control charts, review of field data, entry of data into logbooks, preparation of chain-of-custody reports and deliverables, as specified in TDFs.

Deliverables for Analytical Support:

Sample filters will be delivered to the proper holding area or analyst as specified. Lab bench sheets/entry forms must be delivered and must indicate all appropriate procedures, weights, volumes, and standards used (lot numbers, traceability of standards must be in lab notebooks), times started and completed. The contractor personnel must sign and date all bench sheets or lab notebooks as specified in the SOPs.

After completion of a sample batch, the contractor shall submit the completed preparation or analysis record package to the TOPO as specified by the times in the <u>Purpose</u>. Documentation to be included in the deliverables package is specified in the SOPs.

Upon receipt of samples, the contractor will inform the TOPO of any problems with sample integrity, sample condition, or accompanying sample paperwork. The TOPO will evaluate the problem and provide alternate technical direction, if needed.

On a weekly basis during the quarterly sampling events the contractor shall submit to the TOPO, a lab status report for samples, indicating the work completed, work pending and estimated completion dates for active projects. In addition, note any problems found with equipment or supplies during the week.

Filters and accompanying field paperwork will be shipped directly to the laboratory by Region 2 field personnel. Upon completion of a batch analyses, a laboratory package consisting of electronic sampler data, field sheets/notes, chain-of-custody forms and laboratory documentation shall be provided. Data shall be enter into a database or place on the EPA WEB site. Reports will be sent or notification of posting data on the WEB will be made available to the TOPOs for review and upon final validation in the time frames specified in the <u>Purpose</u>.

The inventory of consumable supplies expected to be purchased by the contractor is listed below:

Office Supplies:

Black ink cartridges (Data review and validation) Printer paper (Data review and validation)

Lab Supplies:

filters of 46.2 mm PTFE Casssettes Petri-slides for filter conditioning and archival Kimwipes
Staticide for cleaning weighing area and equipment
3 x 5 Anti-static bags (Cassette packaging)
9 x 12 Anti-static bags
Bubble wrap
Anti-static gloves
Ethanol
Liquinox (Cleaning cassettes)
Shipping coolers

Task 3 Administrative Management Activities

This task order is a "buy-in" funded by Region 2. This task order's costs shall be tracked separately and the internal, administrative and management activities necessary to effectively perform the services required by this support shall be included in these costs. The contractor shall break out from their monthly activity report the description of work accomplished under this TO and deliver a copy of it to the PO.

Deliverable for Administrative:

Monthly financial, site specific and status reports delivered to PO with the monthly contract reports.

<u>Task 4 Maintenance and Repair of Facilities and Equipment and Health & Safety and Environmental Compliance Activities</u>

Laboratory Support:

The Contractor shall maintain the laboratory facility by performing routine instrument and equipment maintenance, calibrations and certifications (per SOP), cleaning and preparation of glassware and equipment, and sample custodial duties.

The Contractor shall fulfill all Region 4 SHEMP health & safety and environmental compliance responsibilities related to the fixed or mobile laboratories, including inspection of fume hoods, attainment and maintenance of required certifications, maintenance of fire extinguishers, etc.

Deliverable for Maintenance, Health & Safety and Environmental Compliance Activities:

Laboratory maintenance and health and safety and environmental compliance shall be included in the monthly status reports.

Task 5 Training:

The contractor shall ensure that all employees performing work under this TO have been provided any and all health & safety training required by law or regulation (Section H.31 of the contract) or EPA regional policy.

EPA requires that all personnel performing laboratory work under this task order must receive specific

training covering all aspects of the analytical work, including associated QA/QC activities. The contractor will be required to send all non-certified personnel anticipated to be assigned to this task order to one of the PM_{2.5} national training sessions. Upon successful completion of the training program, personnel will be certified to perform analytical work under this task order. No personnel may perform analytical work under this Task Order without prior certification by EPA. Details concerning specific dates and locations of training sessions will be provided to the contractor.

In the event of personnel changes, the contractor should contact the Region 4 TOPO to arrange for training and certification of new personnel.

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City of McFarland Superfund Site

Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

Summary Information

Period of Performance:

City of McFarland Superfund Site From: 06/27/01 To: 09/30/02

Award Date:

06/27/01

Total Funding:

\$4,960.00

Accounting/Appropriation Data

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DCN	BFYS	Appr.#	Org		Site/ Project	Cost Org	Obj Clss	Amount		/ C	
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Funding Breakout

Acct.Info 	Funding Category	Amount	Redacted
	Fixed Fee		Exemption 4, CBI
	Total:	· · · · · · · · · · · · · · · · · · ·	\$4,960.00

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: MICHAEL H. BIRCH COLLEGE STATION RD ATHENS, GA 30613

Mail Code:

Phone Number: 706-355-8552

Fax Number: E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: HERBERT C. BARDEN COLLEGE STATION RD ATHENS, GA

Mail Code: Phone Number: Fax Number: E-Mail Address:

Attachments

Attachment Type
Hours & Fee Billing Invoice Approval City of McFarland Superfund Site

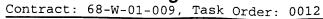
Subcontractor Consent

Name	Type	Amount
MANTECH ENVIR.	Cost-Plus-Fixed-Fee	\$1,896.00

Task Order Totals

Category	Amount
Estimated Cost Fixed Fee	Redacted
TIXCU TEE	Exemption 4, CB

Hours & Fee Billing



Lead PR Number: PR-R4-01-10476

This is a cost reimbursable completion type order. The Government and contractor have agreed upon 104 direct labor hours.

Incremental funding of fee shall be based upon completion of the task order. Provisional payment of fee will be permitted for cost-plus-fixed-fee, completion-type task orders. Payment of fee is not to exceed 85% of the ratio of the negotiated fee to the negotiated cost, multiplied by the billed invoice costs (exclusive of fee).

/ Invoice Approval
Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

Invoice approval has been delegated to the contract level Project Officer and alternate only.

Attachment 2 - Page: 1

Lead PR Number: PR-R4-01-10476

ESAT Task Order Document No. 12 Region 9 Analytical Laboratory Support Period of Performance (POP) June 27, 2001 - September 30, 2002

PURPOSE

The purpose of this Task Order (TO) is to provide laboratory and data validation/reporting support for Region 9's ambient air quality monitoring activities at the "City of McFarland Superfund site", (CERCLIS No. CA0001118603, Site ID: 09BZ) . The support includes the processing and weighing of filters and data reduction for the collection of particulates with an aerometric diameter of 2.5 microns or less (PM $_{2.5}$).

The contractor shall perform and provide PM_{2.5} type support to EPA Region 9 or the Region's designee under the provisions of the Statement of Work (SOW) Task Area I, Section A, C, D and E, Task Area III, Task Area IV, Task Area V and other applicable support functions, including equipment maintenance and repair and health & safety and environmental compliance activities outlined in the SOW and Standard Operating Procedures (SOP) listed later in this document. The Contractor shall perform project specific work as described below or on Technical Direction Forms (TDFs) at any time during the duration of the TO. The contractor shall prepare and perform quantitative analyses of samples as described in the contract SOW (Task Area I, Section A, C, D and E). The period of performance (POP) shall include four quarterly sampling periods of 18-20 days of duration. The approximate 3 week sampling periods shall commence July 2, 2001; December 29 - January 7, 2002; March 2002, and May-June 2002. (Tentative sampling dates are subject to change {1 to 2 weeks} depending on pesticide applications schedule, weather conditions, etc.).

One hundred filters (80 samples plus field blanks and quality assurance/quality control (QA/QC) samples) shall be processed and shipped for field collection activities in a timely manner. In addition, the contractor shall manage and control sample log-in, sample tracking, chain-of-custody, maintain databases, prepare bench sheets, prepare backlog reports and track sample analysis projections for the analyses ordered by this TO or subsequent TDFs for samples received from field activities from EPA Region 9. Reporting of raw data shall be provided within 30 days following the receipt of the last sample in the sampling period. Field data from the sample collection staff, (hard copy and electronic) shall be placed in the database, reviewed for accuracy and returned to the Region 9 McFarland Site RPM or designee for correctness. Upon receipt of reviewed data from the Region 9, the Region 4 ESAT contractor shall perform any corrections and provide the validated data with appropriate data qualifiers to the Region 4 TOPP within 15 days. All filter processing and related activities shall be perform according to the National PM_{2.5} PEP guidelines.

The contractor shall provide the analytical support at the Agency's Region 4 laboratory facilities. The contractor shall provide all labor, equipment (accept on GFP list), maintain all laboratory equipment, laboratory consumables, related laboratory supplies and material necessary to accomplish the task order. No personnel may perform analytical work under this Task Order without prior certification by EPA.

Region 9 shall provide the resources and mode for shipping of all samples and filters.

The contractor may be required to attend meetings or conference calls with the TOPO(s) and other personnel for planning and coordinating field/laboratory activities.

Task 1: Task Order Management:

The contractor shall track the status of tasks, labor hours and costs for each task under this TO in accordance with the contract Attachment 2, Reports of Work Page 2-1 of 5. Program management costs shall be broken out from other costs in the financial report. Also, for accounting purposes, the site is "McFarland City of", CERCLIS No. CA0001118603, Site ID: 09BZ. The contractor shall provide the Project Officer (PO) and Task Order Project Officers (TOPOs) with weekly reports (or agreed upon frequency) of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a Technical Direction Form (TDF)..

Team management shall meet with the PO, TOPOs, and/or other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

City of McFarland Superfund Site Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

The contractor shall submit all deliverables required under this TO and Attachment 2 of the contract SOW through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPOs with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPOs prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO(s) as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2. The contractor shall prepare a Quality Assurance Project Plan (QAPP) according to the requirements outlined in EPA QA-R5 for activities under this TO involving environmental measurements within the time frames specified in the approved Work Plan for this TO. The contractor shall revise its QMP and QAPP in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program or followed a current approved plan in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

Deliverables:

The contractor shall submit to the Contracting Officer (CO), PO, and TOPO an SOP for tracking activities under this task with the TO Work Plan for EPA approval.

The contractor shall submit to the PO and TOPO weekly reports or agreed upon reporting of the status of tasks and costs under this TO. The reports shall be submitted on a weekly basis (or agreed upon reporting) for the preceding sampling/monitoring period.

The contractor shall adhere to the approved PM_{2.5} QMP, QAPP and Health and Safety Plan.

Task 2 Laboratory Analysis Support

In support of the McFarland Superfund site the contractor shall perform all activities utilizing the methods/SOPs specified in the PM₂₅ FRM Performance Evaluation Program. SOPs are listed below:

- 1. PM_{2.5} FRM Performance Evaluation Program Laboratory Standard Operating Procedures
- Implementation Plan: PM_{2.5} Federal Reference Method Performance Evaluation Program
- 3. Quality Assurance Guidance Document 2.12: Monitoring PM_{2.5} in Ambient Air Using designated Reference or Class I Equivalent Methods
- PM_{2.5} FRM Performance Evaluation Program Quality Assurance Project Plan

Each of the documents listed above is available through the Internet at the following address:

www.epa.gov/ttn/amtic/pmqa.html

The contractor shall prepare sample filters and perform gravimetric analyses of approximately 100 particulate filters during the POP, utilizing the analytical methods specified in the SOPs and the Quality Assurance Plan, indicated in the Purpose. The contractor shall provide sample filters of the same quality and specifications as utilized in the National Filter Distribution Program and store them appropriately until use.

Contract: 68-W-01-009, Task Order: 0012 Lead PR Number: PR-R4-01-10476

The contractor may be required to attend meetings or conference calls with the TOPO(s) and other personnel for planning and coordinating field/laboratory activities. All work shall be completed in accordance with the instructions of the TDFs, including all referenced SOPs and documentation. No deviations from the required work or SOPs, instructions, or other procedures specified in TDFs, shall be made without prior receipt of alternate technical direction issued in accordance with the contract.

The contractor shall perform QA/QC related activities as associated with this task so as calibrations, implementing/preparation of field blanks, duplicates, QC checks, control charts, review of field data, entry of data into logbooks, preparation of chain-of-custody reports and deliverables, as specified in TDFs.

Deliverables for Analytical Support:

Sample filters will be delivered to the proper holding area or analyst as specified. Lab bench sheets/entry forms must be delivered and must indicate all appropriate procedures, weights, volumes, and standards used (lot numbers, traceability of standards must be in lab notebooks), times started and completed. The contractor personnel must sign and date all bench sheets or lab notebooks as specified in the SOPs.

After completion of a sample batch, the contractor shall submit the completed preparation or analysis record package to the TOPO as specified by the times in the <u>Purpose</u>. Documentation to be included in the deliverables package is specified in the SOPs.

Upon receipt of samples, the contractor will inform the TOPO of any problems with sample integrity, sample condition, or accompanying sample paperwork. The TOPO will evaluate the problem and provide alternate technical direction, if needed.

On a weekly basis during the quarterly sampling events the contractor shall submit to the TOPO, a lab status report for samples, indicating the work completed, work pending and estimated completion dates for active projects. In addition, note any problems found with equipment or supplies during the week.

Filters and accompanying field paperwork will be shipped directly to the laboratory by Region 9 field personnel. Upon completion of a batch analyses, a laboratory package consisting of electronic sampler data, field sheets/notes, chain-of-custody forms and laboratory documentation shall be provided. Data shall be enter into a database or place on the EPA WEB site. Reports will be sent or notification of posting data on the WEB will be made available to the TOPOs for review and upon final validation in the time frames specified in the **Purpose**.

The inventory of consumable supplies expected to be purchased by the contractor is listed below:

Office Supplies:

1 Black ink cartridge (Data review and validation) Printer paper (Data review and validation)

Lab Supplies:

3 boxes (150) of 46.2 mm PTFE of 50)
100 Petri-slides for filter conditioning and archival
Kimwipes
1 bottle of Staticide for cleaning weighing area and equipment
100 3 x 5 Anti-static bags (Cassette packaging)
10 9 x 12 Anti-static bags
1 roll of Bubble wrap
½ bag of Anti-static gloves
½ liter of Ethanol
1 small bottle of Liquinox (Cleaning cassettes)

Task 3 Administrative Management Activities

This task order is a "buy-in" funded by Region 9. This task order's costs shall be tracked separately and the internal, administrative and management activities necessary to effectively perform the services required by this support shall be included in these costs. The contractor shall break out from their monthly activity report the description of work accomplished under this TO and deliver a copy of it to the PO.

Lead PR Number: PR-R4-01-10476

Deliverable for Administrative:

Monthly financial, site specific and status reports delivered to PO with the monthly contract reports.

<u>Task 4 Maintenance and Repair of Facilities and Equipment and Health & Safety and Environmental Compliance</u> Activities

Laboratory Support:

The Contractor shall maintain the laboratory facility by performing routine instrument and equipment maintenance, calibrations and certifications (per SOP), cleaning and preparation of glassware and equipment, and sample custodial duties.

The Contractor shall fulfill all Region 4 SHEMP health & safety and environmental compliance responsibilities related to the fixed or mobile laboratories, including inspection of fume hoods, attainment and maintenance of required certifications, maintenance of fire extinguishers, etc.

Deliverable for Maintenance, Health & Safety and Environmental Compliance Activities:

Laboratory maintenance and health and safety and environmental compliance shall be included in the monthly status reports.

Task 5 Training:

The contractor shall ensure that all employees performing work under this TO have been provided any and all health & safety training required by law or regulation, or EPA regional policy.

EPA requires that all personnel performing laboratory work under this task order must receive specific training covering all aspects of the analytical work, including associated QA/QC activities. The contractor will be required to send all personnel anticipated to be assigned to this task order to one of the PM_{2.5} national training sessions. Upon successful completion of the training program, personnel will be certified to perform analytical work under this task order. No personnel may perform analytical work under this Task Order without prior certification by EPA. Details concerning specific dates and locations of training sessions will be provided to the contractor.

In the event of personnel changes, the contractor should contact the Region 4 TOPO to arrange for training and certification of new personnel.

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Atlanta, GA 30303				
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o I ANDARD FORM 30 (REV 10-83) Prescribed by GSA FAR (48 CFR) 52.243

U.S. FISH & WILDLIFE ANALYTICAL SUPPORT

Contract: 68-W-01-009, Task Order: 0011, Mod: 0002

Summary Information

Title:

U.S. FISH & WILDLIFE ANALYTICAL SUPPORT

Period of Performance:

From: 02/20/01 To: 02/28/02

Award Date:

Total Funding:

02/20/01 \$14,729.18

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org		Site/ Project	Cost Org	Obj Clss	Amount	P / C
Base	RH1001	01	BR	04R0XDH	20201B	00000000		2505	(\$166.82)	-

Funding Breakout

Acct.Info	Funding Category	Amount
FY2001 - RH1001	[M] Estimated Cost Fixed Fee	Redacted Exemption 4, CBI
	Motol:	***

Total:

\$14,729.18

[M] - Modified

[A] - Added

TO Totals

The following item(s) have been modified:

Category	POP	From	By	TO
Potimoted Cost	D D1		_	

Estimated Cost

Base Pd.

Redacted **Exemption 4, CBI**

TO Classification

The following changes have occurred:

The Task Order Ceiling has changed from \$14,896.00 to \$14,729.18.

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U.S. FISH & WILDLIFE ANALYTICAL SUPPORT

Contract: 68-W-01-009, Task Order: 0011, Mod: 0001

Summary Information

Title:

U.S. FISH & WILDLIFE ANALYTICAL SUPPORT

Period of Performance:

From: 02/20/01 02/28/02

Award Date:

02/20/01

Total Funding:

\$14,896.00

Summary Changes

The anticipated expiration date has changed from 01/31/02 to 02/28/02.

Funding Breakout

Acct.Info	Funding Category	Amount	
FY2001 - RH1001	Estimated Cost Fixed Fee		Redacted Exemption 4, CBI
·	Total:		\$14,896.00

[M] - Modified

[A] - Added

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U.S. Fish & Wildlife Analytical Support

Contract: 68-W-01-009, Task Order: 0011

Lead PR Number: PR-R4-01-

Summary Information

Title:

Period of Performance:

U.S. Fish & Wildlife Analytical Support From: 02/20/01

01/31/02 02/20/01 To:

Award Date: Total Funding:

\$14,896.00

Accounting/Appropriation Data

DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount		P/C
RH1001	02	BR	04R0XDH	20201B	00000000		2505		\$14,896.00	- P

Funding Breakout

Acct.Info	Funding Category	Amount	Redacted
FY2001 - RH1001	Estimated Cost Fixed Fee		Exemption 4, CBI
	Total:		\$14 896 00

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: MICHAEL H. BIRCH COLLEGE STATION RD ATHENS, GA 30613

Mail Code: Phone Number: Fax Number: E-Mail Address:

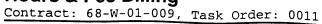
Attachments

Attachment Type Hours & Fee Billing U.S. Fish & Wildlife Analytical Support

Task Order Totals

Category Amount Estimated Cost Redacted Fixed Fee **Exemption 4, CBI**

Hours & Fee Billing



Lead PR Number: PR-R4-01-

This is a cost reimbursable completion type order. The government and contractor have agreed upon 310 direct labor hours.

Incremental billing of fee shall be based upon completed TDFs.

January 29, 2001 (2:31PM)

Statement of Work Task Order No. 011 U. S. Fish and Wildlife Analytical Support Period of Performance 2/20/2001 - 1/31/2002

PURPOSE

The purpose of this Task Order (TO) is to provide through a buy-in from EPA Region 4 Water Management Division analytical, field, biological, data review/data entry and QA/QC support to the Science Ecosystem Support Division (SESD). The contractor shall perform and provide field/laboratory support services to the EPA Region 4 or other government entities under the provisions of the contract Statement of Work (SOW) Task Area I, Analytical Support, and Task Area III: Analytical Logistical Support See Attachments 1 for Region 4's expected number of requests for each Task listed below.

STATEMENT OF WORK:

The contractor shall provide analytical chemistry, biological, field sampling and analytical support to EPA at the Agency's regional laboratory facilities and at specified field locations using mobile laboratory(ies) and/or field based analytical methods.

The contractor shall comply with all SESD SHEMP health and safety, environmental, waste handling and other applicable SESD work rules while conducting on-site or off-site functions. The contractor shall also follow Good Automated Laboratory Practices for all analytical work required by this TO. Upon issuance of this TO, the Task Order Project Officer (TOPO) will provide the contractor with applicable requirements. The contractor shall become familiar with all applicable standard operating procedures (SOPs) referenced in and accompanying the TO.

The contractor shall notify the TOPO immediately if it encounters any equipment failure that cannot be readily remedied by the contractor or technical problems that may impact the quality or on-time delivery of deliverables, or if any required equipment or supplies are unavailable to accomplish required work under this TO.

Task 1: Task Order Management:

The contractor shall track the status of tasks, labor hours and costs for each task under this TO in accordance with the contract Attachment 2, Reports of Work Page 2-1 of 5 and a SOP to be submitted by the contractor for EPA approval. Program management costs shall be broken out from other costs in the financial report. The contractor shall provide the Project Officer (PO) and Task Order Project Officer (TOPO) with weekly reports of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a Technical Direction Form (TDF).

Team management shall meet with the PO, TOPO, and other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPO with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPO prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2. The contractor shall prepare a Quality Assurance Project Plan

(QAPP) according to the requirements outlined in EPA QA-R5 for activities under this TO involving environmental measurements within the time frames specified in the approved Work Plan for this TO. The contractor shall revise its QMP and QAPP in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety Plan as needed to assure that all requirements specified above are addressed.

<u>Deliverables:</u> The contractor shall submit to the Contracting Officer (CO), PO, and TOPO an SOP for tracking activities under this task with the TO Work Plan for EPA approval.

The contractor shall submit to the PO and TOPO weekly reports of the status of tasks and costs under this TO.

The contractor shall submit to the PO and TOPO a QMP and QAPP, covering applicable activities under this TO within the time frames specified in the approved in the Work Plan for this TO. The contractor shall submit to the PO and TOPO any revisions to its QMP and QAPP, in accordance with task requirements and TDFs issued by EPA.

The contractor shall submit to the PO and TOPO a Health and Safety Plan within the time frame specified in the approved Work Plan for this TO.

Task 2: Environmental Sample Analysis:

The contractor shall prepare and/or analyze environmental samples consisting of a variety of media for chemical contaminants including, but not limited to, pesticides/PCBs, volatiles and semivolatile organic compounds; cyanide, metals, nutrients and other inorganic analytes.

Table 1 is an estimate of the number of samples and analytes that will require preparation and/or analysis. For this TO the contractor shall provide the work plan, costs, etc. for these estimates.

The TOPO shall assign the analysis of each batch of samples covering a specific project and other analytical support activities through the issuance of a TDF. The TDF will specify the number and identity of samples requiring analysis, the analytical methodologies to be used and a schedule for analysis and submission of deliverables.

The contractor shall perform all extractions, analyses and data reductions of assigned samples in conformance with specified SOPs and TDF requirements. During all analytical steps, the contractor shall comply with all quality assurance requirements, including the maintenance of quality control measurements, as specified in the applicable SOPs. The contractor shall also prepare all analytical standards required for the sample analysis.

The contractor shall maintain logbooks and worksheets in accordance with good laboratory practices and complete all documents and recordings as required by the analytical SOP. The contractor shall archive sample extracts in the designated areas, upon completion of the analysis of each batch of samples, and archive the data on electronic media, when required by storage capacity, in accordance with the appropriate SOPs.

The contractor shall track the progress of completion of each analytical project by updating the QA/QC status of the samples in the Region 4 Laboratory Information Management System (R4LIMS) to track sample preparation (number of samples), analysis and data reduction and submission of deliverables.

The contractor shall perform other analytical support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of laboratory equipment. These activities include the analysis of performance evaluation and other QA-related samples; the evaluation of instrumentation, software, and methodologies; the review, preparation or revision of analytical SOPs; and other analytical-related support tasks.

<u>Deliverables:</u> The contractor shall submit to the TOPO reports pertaining to the analysis of samples, as referenced in

SOPs of this TO, and reports of other analytical support activities, in accordance with the requirements specified in TDFs. The contractor shall submit the appropriate data and also enter the data into R4LIMS. Included in the package is the cover letter for each report to the TOPO or as designated in the TDF.

Task 3: Biological Support:

The contractor shall perform the following biological activities listed in **B. Biological Support:** of the contract SOW in accordance with the U.S. EPA Region IV Ecological Assessment Branch Standard Operating Procedure Manual, January 2000, and Region IV Standard Operating Procedures for Toxicity Testing Hazardous Waste Assessments, May 1992, ASTM Standards on Biological Effects and Environmental Fate. Second Edition 1999, Methods for Measuring The Toxicity and Bioaccumulation of Sediment Associated Contaminants with Freshwater Invertebrates, Second Edition 1999, Rapid Bioassessment Protocols for Use in Wadeable Streams and Rivers, Second Edition, 841-B-99-002, Macroinvertebrate Field and Laboratory Methods for Evaluating the Biological Integrity of Surface Water, EPA/600/4-90/030, November 1990.

The contractor shall perform all analyses and data reductions of assigned samples in conformance with specified SOPs and TDF requirements. During all analytical steps, the contractor shall comply with all quality assurance requirements, including the maintenance of quality control measurements, as specified in the applicable SOPs.

The contractor shall provide acute and chronic toxicity tests with Ceriodaphnia, fathead minnows, lettuce, earth worms, amphipods, algal, Microtox, and/or other organisms on samples collected at specified sites. Perform activities necessary for the culturing and maintenance of biological test organisms to assure an adequate, viable supply of the organisms for biological/microbiological testing at the EPA regional laboratories. The contractor shall obtain new test organisms in order to maintain existing laboratory cultures. Perform culturing activities in accordance with established, approved or regulated methodologies and laboratory SOPs specified in the TO or through TDFs. Collect bioassay samples and/or organisms at specified sites. Perform on-site toxicity testing, algal growth potential, chlorophyll pigments and other bioassessment procedures, or endangered species assessments. The contractor shall provide data reduction, enumeration and statistical analysis fo r the toxicity analysis.

The contractor shall collect biological samples such as mussels, crabs, fish, reptiles and amphibians and shall perform rapid bioassessments per U.S. EPA 841-B-99-002 and Region 4 SOP. In-conjunction with the rapid bioassessment the contractor shall conduct habitat evaluations. The contractor shall perform sorting, taxonomic identification and enumeration of macro invertebrates and fish species. This would also include sample processing such as tissue homogenization and sample shipping.

The contractor shall develop and implement a site work plan detailing required field activities, including sample collection and testing, test organism identification and examination, sample preparation and packaging, chain-of custody requirements, and decontamination procedures per the TO or as issued in the TDF.

The contractor shall perform other analytical/biological support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of laboratory equipment.

The contractor shall provide for data entry of results into R4LIMS or other spreadsheets or databases as according to instructions in the SOPS or SOPs.

Deliverables:

The contractor shall submit to the TOPO reports pertaining to the analysis of samples, as referenced in SOPs of this TO, and reports of other biological support activities, in accordance with the requirements specified in TDFs. The contractor shall submit the appropriate data and the cover letters for each report to the TOPO or as designated in the TDF. The contractor shall submit revised SOPs with the test reports.

The contractor shall perform the culturing and maintenance of biological test organisms including QC to assure an adequate, viable supply of the organisms for biological testing at the EPA regional laboratory. The contractor shall obtain new test organisms in order to maintain existing laboratory cultures.

The contractor shall provide forms and laboratory log books for all recordings including QA/QC documentation required by the SOPs and TDFs, and daily calibration of laboratory instruments.

The contractor shall provide monthly reports and related QC for Standard Reference Toxicity Tests (chronic and acute).

Raw and QC data shall be included in the reports as specified in the SOPs, TOs or TDFs.

Task 4: Field/Warehouse Support:

The contractor shall provide support as listed in C. Field Analytical Support, Field Warehouse Operations Support, and pertinent Task Area III, Analytical Logistical Support in the contract SOW. The contractor shall perform the following field activities in accordance with the U.S. EPA Region IV Environmental Investigations Standard Operating Procedure Manual, January 1997, or any and all revisions of the guidance:

Provide decontamination/cleaning of field equipment, analytical instruments, as well as sample container preparation to meet with QA/QC checks and requirements.

Provide field investigation vehicle loading/unloading support. Receives equipment loadout requests and insures that field sampling and testing equipment is cleaned and prepared for use to meet with QA/QC requirements. Includes maintenance of batteries and battery shed.

Maintain Field Equipment Center (FEC) in a neat and organized manner and track the inventory of supplies in a

computer database for tracking consumables for field projects.

Provide routine field and laboratory instrument/operator maintenance incidental to other assigned tasks including log in of maintenance and calibration records.

Setup and perform QC checks to verify calibrations on new field sampling and field analytical equipment to assure that equipment is operating according to vendor specifications, assist in configuring equipment to accomplish field

analytical tasks.

Provide field and analytical support. Conduct pH, DO, turbidity, temperature, conductivity, water level measurements and similar testing and air monitoring. Collect and preserve water, soil/sediment, waste, and leachate samples for subsequent chemical analysis. The contractor shall perform other field analytical support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of field equipment

Precisely locate and document sampling sites and features at hazardous waste and other sites. GPS coordinates are collected and provided to EPA's GIS Section for inclusion in the GIS program.

Process and enter analytical data and its associated location information into a GIS or EMAP environmental system, necessary to display analytical data source maps and tables. Generate source maps using ARCINFO, AUTOCAD, or other commercially available software.

Generate and/or distribute chain-of-custody documentation, traffic report forms, electronic field sheets and sample tags. This may include using EPA developed sample tracking software, (e.g., Forms II Lite);

Package and ship field samples, including document management, and return coolers.

Frequent travel within Region IV is required. The contractor will coordinate with Project Leaders for transportation to site via GOV or GFP. Site visits may include documentation of field collection efforts, sampling locations, and methodologies to determine if technical comments provided in site-specific work plans are followed and incorporated into subsequent deliverables. The contractor shall prepare detailed records of all such activities. In all instances, the contractor shall identify themselves as employees of ILS/Mantech.

<u>Deliverables</u>: The contractor shall prepare and submit reports associated with the above list of tasks as per F. Deliverables in the contract SOW, appropriate regional TO/SOPs or as issued through the TDF. Computer reports will be provided for ordering of consumables and items consumed for field projects.

Task 5: Routine Instrument Maintenance:

The contractor shall perform routine analytical laboratory instrument set up and maintenance activities required for the analysis of samples assigned under this TO. The TOPO shall assign routine set up and maintenance of instrumentation, not completed in connection with the contractor's analysis of samples, through the issuance of a TDF, which will specify the nature of the tasks and schedule for completion.

Deliverables: The contractor shall prepare and submit a report to the PO and TOPO outlining the activities completed and difficulties encountered for tasks assigned through each TDF within five (5) days of completion.

Task 6: Technology Transfer:

The contractor shall provide information to EPA personnel for the purpose of transferring knowledge of a specific analytical or QA technique or technology obtained in performing work under the ESAT contract, and attend conferences or meetings, in accordance with Task Area V of the contract Statement of Work (SOW). The TOPO will issue TDFs to the contractor specifying the information required and the schedules for completion.

<u>Deliverables:</u> The contractor shall prepare and deliver to the PO and TOPO a summary of information provided under each TDF within five (5) days of completion.

Task 7: Training:

The contractor shall attend vendor-specific training in new technologies or specialty equipment/instruments and other EPA-specific training relating to the analysis of environmental samples, in accordance with Task Area V of the contract SOW. This may include training related to analytical instrumentation, field sampling technology, quality assurance, software or other related material. All training shall be performed only upon prior issuance of a TDF, specifying the nature of and schedule for training.

Task 8: Sample Custodian and File Manager:

The contractor shall perform sample custodial duties at SESD for environmental samples in accordance with the SOPs specified above. The contractor shall receive environmental samples arriving at the laboratory, and upon receipt, log the samples into the R4LIMS and refrigerator/freezer log and store the samples in the appropriate refrigerators, freezers, or shelves. The contractor shall generate and/or distribute chain-of-custody, traffic report forms, electronic field sheets and sample tags. This may include using EPA developed sample tracking software, (e.g., Forms II Lite). Tracking, packaging, and shipping samples; and the return of coolers to the FEC will be requested.

The contractor shall meet "all" HAZMAT safety procedures for handling of materials such as alcohol or formalin. The contractor shall perform support activities relating to the disposal of environmental samples in accordance with the Sample Disposition and Disposal SOP in the SHEMP Manual. These activities include the storage of analyzed samples in the appropriate refrigerators, tracking of samples due for disposal, obtaining reports for samples to be disposed of, filing of the sample disposal sheets after sign-off by the site project officer, and notification of designated EPA personnel that samples are ready for disposal.

<u>Deliverables:</u> The contractor shall submit to the PO and/or TOPO completed forms and document inventories, in accordance with HAZMAT SOP requirements.

Table 1
ESTIMATED NUMBER OF SAMPLES AND ANALYTES

TYPE ANALYSIS	Samples
Sample Disposal	20
Toxicity Testing	20
Biological Collections (Sites)	5